

U.S. MISSION, PAKISTAN - CONSULATE GENERAL KARACHI

VACANCY ANNOUNCEMENT NUMBER: 11-150

OPEN TO: All Interested Candidates

POSITION: **Economic Assistant**, FSN-8, FP-6*

POSITION NO: K-20188

WORK HOURS: Full-time; 40 hours/week

*Not-Ordinarily Resident: US\$ 44,737 p.a. (Starting salary)

(Position Grade: FP-6 to be confirmed by Washington)

*Ordinarily Resident: Rs.904,666 p.a. (Starting salary)

(Position Grade: FSN-8)

OPENING DATE: September 16, 2011

CLOSING DATE: September 29, 2011

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Karachi is seeking an individual for the position of Economic Assistant in the Political/Economic Section.

BASIC FUNCTION OF POSITION:

The incumbent is required to support the daily functions of the Economic Section by scheduling appointments, monitoring daily press reporting and researching topics as directed by Economic Officers and Senior Economic Specialists. Post uses the incumbent's various capabilities to help advance efforts to reform and develop the country's economic, financial and investment sectors through a variety of technical and consultative programs. Incumbent develops post's contacts with representatives of the government and private sector, and provides analysis and research to support post's economic reporting. Incumbent uses language skills and familiarity with local economy to help strengthen bilateral economic and investment relations between Pakistan and the United States.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. EDUCATION: Bachelor's Degree in economics, international relations or political science (14 years of education) is required.

2. EXPERIENCE: Two years of administrative or clerical experience in a field of requiring knowledge of economic and/or business conditions and issues with the ability to write correct, precise, descriptive English prose is required.

3. LANGUAGE: Level IV (fluent) Reading/Writing/Speaking in English, Urdu and Balochi is required. This may be tested.

4. KNOWLEDGE: Should have a thorough and strong knowledge of the host country's economic structure and institutions. Familiar with basic economic, commercial and financial principles. Also, familiarity with current events nationally, regionally and internationally. Required to understand USG procedures for programs and reporting requirements. Must have a broad knowledge of the host country's economic relations with the region and the United States.

5. ABILITIES & SKILLS: Must be computer literate and familiar with standard office software (MS Word, Excel, Outlook). Ability to work with little direct supervision, and to carry out projects from inception to completion on their own initiative. Ability to interpret the needs of higher grade staff members for press and related coverage of current economic developments.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Post Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly filled/completed [DS-174](#) (Application for Employment as LE Staff). Applications will be accepted by email submission only at HROIslamabad@state.gov, through email, the Vacancy Announcement Number (e.g. 11-15) must be mentioned in the subject line.

Please don't attach any document with your application. Incomplete and submissions after closing date will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html. Only short listed candidates will be contacted for their test/interview.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residence focus to the host country and has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFM's (Eligible Family Members) and family members of FS, GS, and military personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: September 29, 2011

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.